

1. Types of Formal Sub-Committee Structures

- **Standing** - see below for notes (example : policy, education, outreach)
- **Task Force / Adhoc** - see below for notes (example: events, short term or one off projects, etc)

Note on Standing Sub- Committee and Task Force Structures

Section 4. Standing Committees. The Commission may create such committees as it deems necessary to carry out the work of the Commission. The SCW shall have at least three standing committees. The committees shall be composed of members of the SCW. All committees shall elect a committee head. All members of the SCW must serve on at least one committee. Each committee shall be responsible for meeting on a regular basis, reporting monthly to the Commission, and taking minutes and attendance. The SCW has the power to overturn any decisions made by a committee by a two-thirds vote during a regularly scheduled meeting.

Section 5. Task Forces. Task forces shall be created by the SCW to initiate and sponsor projects to advance the status of women. Task forces shall be chaired by a Commissioner but the membership shall not be limited to Commissioners. All matters not specifically authorized by the bylaws, or by vote of the Commission, or committees, shall be done through task forces. The purpose of such Task Forces shall be approved by the membership of the Commission.

3. Sample Guidelines for Committee Meetings (for commissioners to deliberate / approve at 2.21 meeting)

Somerville Commission for Women Sub-Committee and Task Force Meeting Guidelines

All meetings of the Somerville Commission must be run in accordance with the Massachusetts Open Meeting Law.

What meetings are covered by these guidelines?

The monthly meeting of the Somerville Commission for Women as well as Sub-Committee and Task Force Meetings are subject to Open Meeting Law.

Meeting Locations

Meeting locations must be fully accessible. Please see attached list of approved meeting spaces.

Meetings scheduled outside of City of Somerville business hours may be held at either the Public Safety Building or the Somerville Public Library. The library can

be reserved online, for all other locations please contact the Community Services Manager.

Scheduling Meetings

Monthly meetings of the Somerville Commission for Women are held on the third Tuesday of every month. Sub-committee meetings are held on a specific day and time of every month (ex. every 2nd Thursday at 3:00) as determined by the members of that particular sub-committee. Task Force meetings will be scheduled as needed with at least one week's notice.

Agendas

Agendas for all meetings must be crafted 4 business days in advance of the meeting. Agendas must contain the date, time, and place of the meeting; and list all topics that the chair reasonably anticipates, 48 hours in advance, will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting.

Sub-Committee and Task force Agenda Topic Guidelines

Topics discussed within sub-committee meetings must be restricted to topics that clearly fall within the purview of the specific sub-committee. If there is any question regarding the relevance to a specific sub-committee please forward questions to the Steering Committee. Also, any information brought to individual commissioners, individual sub-committees or task forces from residents, City Departments, outside agencies or elected officials must be presented to the Steering Committee for discussion in the Monthly meeting prior to discussion among sub-committee or Task Force members.

Public Notice

The Somerville Commission for Women must provide the public with notice of meetings 48 hours in advance, excluding Saturdays, Sundays, and legal holidays. Notice of emergency meetings must be posted as soon as reasonably possible prior to the meeting. Notice is provided by sending the official agenda to the Community Services Manager at least three days in advance of the 48 hour deadline for notice.

Meeting Minutes

Meeting minutes must be taken at every meeting. Meeting minutes must contain;

- the date, time and place of the meeting
- the members present or absent
- the decisions made and actions taken, including a record of all votes
- a summary of the discussions on each subject*
- a list of all documents and exhibits used at the meeting

* While the minutes must include a summary of the discussions on each subject, a transcript is not required.

Meeting minutes must be forwarded to the Community Services Manager within one week of the meeting.

Updates at Monthly SCW Meetings

A time will be set aside at each SCW Monthly meeting for committee updates. Please send any documents, items or motions that you would like the Large Group to review and deliberate to us by the 2nd Tuesday of the Month. (If something important comes up after this date, notify by the following Monday so that the Chairs will know to allocate time for the late agenda items)